



HR Workforce Development Opportunity – Raleigh, NC

ABOUT OUR AGENCY

The NC Department of Environmental Quality (DEQ) is the lead stewardship agency for the protection of North Carolina's environmental resources.

The organization, administers regulatory programs designed to protect air quality, water quality, and the public's health, and also works to advance an all-of-the-above energy strategy that fits North Carolina's needs. DEQ also offers technical assistance to businesses, farmers, local governments, and the public and encourages responsible behavior with respect to the environment through education programs provided at DEQ facilities and through the state's school system.

As new technologies, processes or industry operations are proposed to be implemented in North Carolina, DEQ regulatory agencies may be requested to examine the collective impact of such projects on the environment and surrounding communities.

ABOUT THE DIVISION

The DEQ Division of Human Resources develops, administers, and maintains programs and services that assist and enhance employees' abilities to carry out the DEQ mission and further DEQ initiatives. The Human Resources division interprets, monitors, and assists with federal and state human resources-related compliance activities. DEQ Human Resources' goal is to provide excellent customer service in consultation, advisement, and execution of HR programs, policies, and procedures that foster a growing and learning work environment.

The program will run approximately 10 weeks starting on or around May 18, 2020 with the potential to extend through the fall semester part-time.

Read more about our agency here: <https://deq.nc.gov/>

MAJOR DUTIES

- Conduct data analysis and manage the program development for the DEQ's workforce development initiative
- Assessment of workforce demographics and skills gap analysis results
- Responsible for providing research support and recommendations for the development of the next phase of the new employee program initiative
- Prepare and conduct the collection of any new data identified as necessary for project success
- Meet with division leadership and senior management to assess organizational needs, priorities, and identify potential barriers
- Work with the Human Resources Director and Deputy Director to review the first phase of the program and provide next steps

- Attend meetings with internal and external stakeholders
- If time permits, this person will also work with the department's communication's team to assist with the development of the program's communication plan and roll-out strategy
- At the end of the opportunity, the student will have provided an action and/or next steps for skills development opportunities for current and future DEQ employees

POSITION QUALIFICATIONS:

- Applicants must be at least 18 years old by January 1, 2020
- 2.0 Major GPA
- Graduation Date December/May 2019 – December/May 2021, Recent Bachelor's graduate, Rising Senior
- Desired Majors: Business Administration, Human Resources, Marketing, Communication Studies, Psychology (Industrial/Organizational) or closely-related major

MANAGEMENT DESIRED QUALIFICATIONS

- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to work with colleagues and stakeholders at all levels
- Collaborative team member who exhibits initiative and leadership skills
- Independent thinker and problem solver
- Familiarity with state regulations and programs
- Considerable knowledge of principles and practices of public and business administration
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public
- Knowledge in statistical analysis and database development

SPECIAL NOTES

- Housing allowance is not provided
- Summer Hourly Rate is \$15.00
- Pay Cycle is bi-weekly
- Summer Opportunity will be approximately 10 weeks, working up to 40 hours each week

APPLICATION INSTRUCTIONS

Send resume and cover letter to DEQInternships@ncdenr.gov with **Subject Line: HR Workforce Development & Diversity Involvement Application**

Application deadline of 3/25/2020 *(or may remain open until we have suitable applicant pool)*

IMPORTANT DATES

3/25/20– Application Deadline

3/26/20 – 4/7/20 HR & Hiring Manager App Review

4/13/20 – 4/21/20 Interviews (schedules permitting)

5/18/20 – 7/24/20 STEP Assignment Dates (approximate start/ end dates, flexible)

QUESTIONS? Please contact NC Department of Environmental Quality, HR
DEQInternships@ncdenr.gov